

3.4

**Street Right-of-Way  
Improvement**

**Application Form**

Legal description: Village \_\_\_\_ Lot \_\_\_\_ Blk \_\_\_\_ Sec \_\_\_\_  
Address: \_\_\_\_\_  
Owner: \_\_\_\_\_  
Phone (Res): \_\_\_\_\_ (Day): \_\_\_\_\_  
Fax: \_\_\_\_\_ Other phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Estimated Start Date: \_\_\_\_\_  
Contractor Company Name: \_\_\_\_\_  
Contractor's Phone: \_\_\_\_\_  
Contractor's Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**HOW TO APPLY**

1. Complete and sign this application.
2. Provide photographs, or drawings of the proposed improvement.
3. Attach a site plan of the location proposed for the improvement. The drawing should be to scale.
4. Attach a copy of your plan and elevation drawings. They should be to scale and include dimensions. To speed processing, provide as much information as possible.
5. Visit our web site to check the posted agendas of the Plan Review Committee meetings at <http://www.thewoodlandstownship-tx.gov>. Submission **does not** guarantee posting on the upcoming agenda.

Gray Area For Office Use	APPLICANT INFORMATION - PLEASE PROVIDE THE FOLLOWING:
	Type of improvement ( <b>circle all that apply</b> ): bench, deck, walkway, other _____.
	Are any trees over 6 inches in diameter as measured 2 feet from the ground proposed for removal? ( <b>yes/no</b> ) If yes, how many? _____ Please indicate the location of the trees on the site plan.
	Improvement Specifications: Describe the improvement(s): _____ _____ Dimensions of structure: height _____ (as measured from natural grade) length _____ width _____
	Materials and colors (circle all that apply): WOOD: stain color (if used) _____ METAL: type _____ color: _____ PRE-CAST CONCRETE: _____ color: _____ BRICK: color _____ OTHER MATERIAL (please explain fully): _____

## OWNER CERTIFICATION AND HOLD HARMLESS AGREEMENTS

1. The information set out above and included with this Application is accurate and complete.
2. The improvements will be completed in accordance with the approved application.
3. The improvements will not affect existing surface water flows at the lot boundaries.
4. Agents or employees of The Woodlands Township have my permission to enter the property during normal business hours to inspect construction of the improvements.
5. Construction is not to begin until approval has been received from the Plan Review Committee.

Owner understands that The Woodlands Township does not review plans for compliance with applicable laws or codes, and that it is the duty of the owner and the owner's contractors or consultants to design and construct the proposed improvements according to applicable laws, codes and sound practices. Owner hereby releases and agrees to hold The Woodlands Township, The Development Standards Committee, and their agents and employees harmless from any cost or liability arising out of the review or approval of plans for the proposed improvements.

Date

**NOTE: Construction must be completed within 120 days of Plan Approval**

**(For Office Use Only)**

### Staff Approval Verification

Date \_\_\_\_\_ Int. \_\_\_\_\_ Int. \_\_\_\_\_

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Committee Action \_\_\_\_\_  
(date)

☐ Approved
 ☐ Deferred  
☐ Conditionally Approved
 ☐ Returned  
☐ Disapproved

[illegible]Supplemental Action \_\_\_\_\_  
(date)

_____ Approved	_____ Deferred
_____ Conditionally Approved	_____ Returned

[illegible]